

# FREEDOM OF INFORMATION GUIDE

## Chenoa Public Library District



Posted in accordance with 5 ILCS 140/4.

## **ABOUT THE CHENOA PUBLIC LIBRARY DISTRICT (PUBLIC BODY)**

The Chenoa Public Library District (also known as CPLD) serves a community of over 1,600 residents, as well as reciprocal borrowers from the RAILS Library system, along with any and all visitors who pass through the Library's doors.

The Chenoa Public Library is a District library established under the Illinois Local Library Act, 75 ILCS 5, with a 7-member Board of Trustees elected by Chenoa township residents.

We are required to report to and be answerable to: Illinois State Library, Springfield, Illinois. Its members are: State Librarian Alexi Giannoulas, Director of the State Library, and various other staff.

## **OUR MISSION**

The purpose of the Chenoa Public District Library is to

1. Provide freely accessible, progressive library and information services within the community.
2. Assure continuous community input by maintaining avenues for users to participate in the recommendation of materials to purchase and assisting in program selection.
3. Actively communicate with all citizens in Chenoa, particularly those who are not yet fully aware of the Library's potential as an information resource.
4. Provide user-oriented opportunities for a lasting self-education of all patrons.
5. Promote partnerships and develop relationships with current educational, social, and cultural agencies within the community. These relationships will provide feedback to assist us in resource collection and program development.
6. Continue to strive to achieve the standards set forth by the Illinois Library Association Serving Our Public guidelines.

## **CHENOA PUBLIC LIBRARY DISTRICT'S WEBSITE**

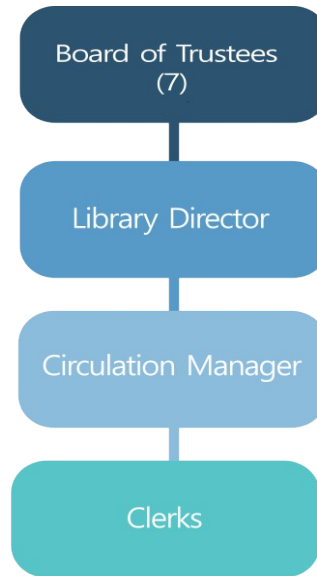
<https://www.chenoalibrary.org>

## **GENERAL FUND OPERATING BUDGET**

The fiscal year budget for 2023-2024 is \$97,100.00. Budget documents and the most current Budget and Appropriation Resolution are available on the Library's website as well at the Library's front display stand.

## CHENOA PUBLIC LIBRARY DISTRICT STAFF

When fully staffed, the library employs 1 full time employee and 3-part time employees. Library departments and their staff are included in the organizational chart below.



## CHENOA PUBLIC LIBRARY DISTRICT'S TRUSTEES

CPLD is governed by an elected, unpaid, seven-member Board of Library Trustees. Trustees are elected by residents of Chenoa Township. Current Board Members are:

President: Daniel Groce  
Vice-President: Molly Wilder  
Treasurer: Dawn Neubauer  
Secretary: Dawn Malone  
Trustee: Steve Bury  
Trustee: Merryn Krenz  
Trustee: Priscilla Royal (Appointed)

To be contacted through [trusteeschenoapl@frontier.com](mailto:trusteeschenoapl@frontier.com)

Open business meetings are held on the third Thursday of each month at 7 PM. Meetings typically take place in the Community Room of the Chenoa Public Library District.

## **FREEDOM OF INFORMATION ACT**

The Chenoa Public Library District adheres to the Freedom of Information Act, 5 ILCS 140/1 et. Seq., which is the principal Illinois statute governing the inspection of public records. The Act requires that public bodies make available for inspection or copying all public records to any person.

## **CHENOA PUBLIC LIBRARY DISTRICT FOIA OFFICER**

Library Board of Trustees President: Dan Groce (dgroce@prairiecentral.org)

## **FILING A FOIA REQUEST**

A request for records must be made in writing and can be submitted to the attention of the FOIA officer in the following ways:

- **Mail**  
Attn: FOIA Officer  
230 South Green St.  
Chenoa, IL 61726
- **Email**  
dgroce@prairiecentral.org
- **Personal delivery**  
During regular business hours of the Chenoa Public Library District

## **FREEDOM OF INFORMATION ACT REQUEST FEES**

Digital copies shareable via electronic means are provided free of charge.

The charge for copies of the records will be as follows:

- 1) First 50 pages black and white, letter size: Free
- 1) 15 cents per page for black and white, letter size, after 50 pages
- 2) 50 cents per page for color or oversized copies or electronic media
- 3) Reproduction saved to other media: actual cost of the recording media (flash drive, etc.) to which the information will be saved

## **RESPONSES TO REQUESTS FOR RECORDS**

Responses to commercial requests can be expected within 21 business days of the receipt of a written request. If an extension is required, a FOIA officer from the library will reach out to the requestor.

Responses for non-commercial requests can be expected within 5 business days of the receipt of a written request. If an extension is required, a FOIA officer from the library will reach out to the requestor.

## **PROCEDURE FOR APPEALING A DENIAL**

If your request for information is denied, or denied in part, you have the right to have your request reviewed by the Public Access Counselor (PAC) at the Office of the Illinois Attorney General. 5 ILCS 140/9.5(a). You can file your Request for Review with the PAC by writing to:

*Leah Bartelt, Public Access Counselor  
Office of the Illinois Attorney General  
500 South 2nd Street  
Springfield, IL 62701  
[public.access@ilag.gov](mailto:public.access@ilag.gov)  
877-299-3642*

You also have the right to seek judicial review of your denial by filing a lawsuit in the State circuit court. 5 ILCS 140/11. If you choose to file a Request for Review with the PAC, you must do so within 60 calendar days of the date of this denial letter. 5 ILCS 140/9.5(a). Please note that you must include a copy of your original FOIA request and the denial letter when filing a Request for Review with the PAC.

## **RECORDS AVAILABLE UPON REQUEST**

The records listed below are available on our website or by request.  
[chenoalibrary.org](http://chenoalibrary.org)

**Dates of Board meetings - web**

**Agendas -web**

**Minutes -request**

**Select Library Policies -web**

**Budget -web**

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